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NPIC/D-318-70

15 OCT 1970

MEMORANDUM FOR: Chief, Administrative Staff, DDI

SUBJECT : Entrance on Duty of Additional Personnel  
for NPIC

1. The entrance on duty of additional personnel for NPIC is currently being reviewed because of our overstrength situation. In response to your request, we have analyzed NPIC's current staffing situation in relation to anticipated gains and losses for the remainder of FY-71. For the period FY-66 to FY-70, NPIC lost an average of 161 employees per fiscal year through resignations, retirements, or transfer to other Agency components. Although our actual attrition was down somewhat during the last half of FY-70, there is every indication that our average annual attrition will continue near past levels throughout FY-71. For example, during the first quarter of FY-71, NPIC lost forty-one employees, 25% of the normal yearly average for the past five years.

2. To offset these losses and fill existing vacancies, we have primarily relied upon intensive external recruitment of professional and technical personnel and transfer of clerical employees from the Office of Personnel's Temporary Assignment Section. Our present recruitment drive has resulted in NPIC currently being twenty-one employees over ceiling. In addition we have eleven applicants approved to enter on duty and eight others pending final approval by your office. While it would first appear that NPIC would soon find itself with over  employees on duty, normal attrition, or even reduced attrition, will dramatically reduce the on duty strength. In an average year we could anticipate 120 additional losses before the end of FY-71. It can be easily seen, therefore, that even with our current surplus and remaining applicants, we will be hard pressed to maintain our authorized strength through the close of the fiscal year.

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3. With the increased workload facing NPIC, it is essential that we retain the maximum number of employees possible. It is our staffing goal to be at our authorized ceiling  on 30 June 1971 and to have sufficient applicants available at that time to provide for attrition during FY-72.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. In order to reach our staffing objectives, we plan to take the following course of action:

- a. Enter on duty a majority of the small number of applicants remaining from the recruitment efforts of last year.
- b. Accept as many clericals as we can possibly use from the Office of Personnel, while they are available.
- c. Develop an applicant pipeline of students who will graduate in February 1971 and of individuals whose employment status will enable us to defer their entrance on duty if attrition declines sharply.
- d. Initiate processing of students who will graduate in June 1971. Flexibility will be established wherever possible so that we can enter the successful applicants on duty either before 30 June or after 1 July, depending upon our strength situation at that time.
- e. Carefully monitor all applicant processing to provide a regular flow of fully cleared applicants as they are needed and can be accommodated within our authorized ceiling and projected strength.

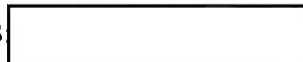


Executive Director  
National Photographic Interpretation Center

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